

# **PERFORMANCE WORK STATEMENT (PWS)**

**For**

**Contract Field Team Program**

**at**

**Tinker AFB, Oklahoma**

**PREPARATION DATE: 12 OCT 2022**

**REVISION NUMBER:**

**DATE:**

**PREPARING ORGANIZATION: AFSC/PZIY**

## TABLE OF CONTENTS

1.0 INTRODUCTION.....	5
2.0 SCOPE & LIMITATIONS.....	5
2.1 Scope.....	5
2.2 Limitations.....	5
3.0 GENERAL REQUIREMENTS.....	5
3.1 Technical References.....	5
4.0 PERFORMANCE REQUIREMENTS.....	6
4.1 Program Management, Reporting & Voucher Submission.....	6
4.1.1 Cost Tracking.....	6
4.1.2 Voucher Submission.....	6
4.2 Contractor Personnel.....	6
4.2.1 Task Order Manning.....	7
4.2.2 Conflict of Interest.....	7
4.2.3 Personnel Report/Seniority List.....	7
4.3 Task Order Transition Period.....	7
4.3.1 Transition Planning.....	7
4.3.2 Transition Execution.....	7
4.3.2.1 Transition Execution Minimum Standard.....	8
4.4 Firm-Fixed-Price Minimum Team Complement.....	8
4.4.1 FFP MTC Minimum Standard.....	8
4.5 Site Supervision.....	8
4.5.1 Site Supervision Minimum Standard.....	8
4.6 Quality.....	8
4.6.1 Quality Management System.....	8
4.6.2 Quality Control Plan.....	9
4.6.2.1 QCP Minimum Standard.....	9
4.6.3 AS9100 Compliant Procedures.....	9
4.6.3.1 Standard Operating Procedures.....	9
4.6.3.1.1 SOPs – Basic Contract.....	9
4.6.3.1.2 SOPs – Task Order.....	9
4.6.3.2 Local Operating Instructions.....	9
4.6.4 Inspection.....	10
4.7 Aviation Maintenance.....	10
4.7.1 Aviation Maintenance-Flight Operations Procedures/ Ground Operations Procedures.....	10
4.7.1.1 FOPs/GOPs Minimum Standard .....	11
4.8 Small Business Reporting/Measurement.....	11
4.9 Task Order Performance and Schedule Metrics .....	11
4.9.1 Performance Metrics.....	11
4.9.2 Schedule Metrics.....	11
4.9.3 Metric Performance Data Collection – CFT Form 104 Submission/Review Process.....	12

4.9.4 CFT Form 104 Disputes – CFT Form 104 Dispute Process.....	12
4.10 Performance Summary.....	12
4.11 Services Summary.....	12
4.12 Task Order Specific Requirments.....	13
5.0 SPECIAL REQUIREMENTS.....	13
5.1 Safety.....	13
5.1.1 Emergency Procedures.....	13
5.1.2 Contractor Tools and Personal Protective Equipment.....	14
5.1.2.1 Specialized PPE.....	14
5.1.3 Respirators .....	14
5.1.4 Aviation Maintenance Safety & Mishap Reporting.....	14
5.2 Security Requirements.....	14
5.2.1 Employee Protections.....	15
5.2.2 Contractor Identification.....	15
5.3 Government Furnished Equipment, Facilities and Services.....	15
5.3.1 Government Furnished Property.....	15
5.3.2 Contractor Transportation.....	15
5.3.3 CONUS Logistics Support.....	15
5.3.4 OCONUS Logistics Support.....	15
5.3.4.1 OCONUS Laws and Regulations.....	15
5.3.4.2 OCONUS Transportation.....	16
5.3.4.2 FAR/DFARS.....	16
5.4 Off-Site Operations.....	16
5.5 Travel.....	16
5.6 Task Order Hours of Operation.....	17
5.6.1 United States Federal Holidays.....	17
5.6.2 Emergencies/Closures/Weather Days.....	17
5.6.3 Down Days.....	17
5.6.4 Rescheduling.....	18
5.6.5 Surge/Emergency Operations.....	18
5.6.6 Weekends/Holidays.....	18
5.6.7 Night Operations.....	18
5.6.8 Work Hours CONUS/OCONUS.....	18
5.6.9 The Fair Labor Standards Act.....	18
5.6.10 Holiday/Vacation Pay.....	19
5.7 Overtime, Surge and Over & Above Work.....	19
5.8 Training.....	19
5.9 Physicals.....	19
5.10 Data Rights.....	20
5.10.1 Documentation.....	20
5.10.1.1 Records Management.....	20
5.10.1.2 Returning Documentation.....	20
5.11 Mission Essential Services.....	20
5.12 Affirmative Procurement Program.....	20
5.12.1 Affirmative Procurement Program.....	21

5.12.2 Service Technical Order/Manual & Regulatory References.....	21
5.13 Strike Plan.....	21
5.14 Contractor Labor Dispute Plan/Unrepresented Employees.....	21
5.15 Nuclear Weapons Related Materiel (NWRM) Standard Contract Requirements.....	22
5.16 Distinctive Requirements for OCONUS Task Orders.....	22
5.17 Contractor Vehicle/Equipment Operation.....	22
5.18 Contractor Manpower Reporting.....	22
5.18.1 Uses and Safeguarding of Information.....	22
5.18.2 User Manuals.....	23
5.18.3 Unit Identification Codes.....	23
5.19 Reporting Requirements.....	23
6.0 CONTRACT DATA REQUIREMENTS LIST/DELIVERABLES.....	23
6.1 General CDRLS.....	23
6.2 Required CDRLS.....	24
6.2.1 CDRL A001 – Contractor’s Standard Operations Procedures-Standard Operating Procedures - Basic Standard Operating Procedures – Basic.....	26
6.2.2 CDRL A002 – Small Business Subcontractor Report-Small Business Participation Report – Basic.....	26
6.2.3 CDRL A003 – Work Management Plan-Personnel Report - Basic.....	26
6.2.5 CDRL A005 – Reserved for Future Use.....	26
6.2.6 CDRL A006 – Contract Funds Status Report – Task Order.....	26
6.2.7 CDRL A007 – Transition Plan-Task Order Transition Plan – Task Order.....	27
6.2.8 CDRL A008 – Status Report-Transition Execution Status Report – Task Order....	27
6.2.9 CDRL A009 – Quality Assurance Program Plan-Mgmt Plan: Quality	
6.2.10 CDRL A010 – Contractor’s Standard Operations Procedures-Local Operating Instructions – Task Order.....	27
6.2.11 CDRL A011 – Contractor’s Standard Operations Procedures-Flight and Ground Operations – Task Order.....	28
6.2.12 CDRL A012 – Inventory/Utilization Data Report-Government Furnished Property Inventory Control – Task Order.....	28
6.2.13 CDRL A013 – Work Management Plan-Strike Plan – Task Order.....	28
6.2.14 CDRL A014 – Work Management Plan-Contract Labor Dispute Plan – Task Order.....	28
6.2.15 CDRL A015 – Work Management Plan-Personnel Report/Seniority List –.....	29
6.2.16	

## 1.0 INTRODUCTION

The Contractor Field Team (CFT) Program Office provides Department of Defense (DoD) entities and other federal agency customers the ability to rapidly augment existing organic maintenance efforts with contract maintenance services using the CFT Indefinite Demand Indefinite Quantity (IDIQ) Services Contract. This services contract provides CFT Program Office customers the ability to obtain the flexible and rapid deployment of teams of skilled maintenance technicians that are tailored to provide the specific skills needed to fulfill the customer's defined requirement.

## 2.0 SCOPE & LIMITATIONS

**2.1 Scope:** This Performance Work Statement (PWS) establishes the requirement for Contractor maintenance services in support of the CFT Program. The CFT Program Office supports multiple customers by providing timely and high quality maintenance augmentation for fielded active weapon systems worldwide. These CFTs can perform modification, organizational/intermediate/depot maintenance, inspection and repair of active systems in the US Government inventory, such as aircraft: fixed-wing, rotary-winged and drone; vehicles; aerospace equipment; missile systems; subsystems such as engines, communications and cryptologic equipment; and ground support equipment. Efforts will include on-site Organizational level (O), Intermediate/Field (I), and Depot/Sustainment (D) level maintenance support at customer (government-owned or government-leased) facilities located both in the continental United States (CONUS) and outside the continental United States (OCONUS). All weapon systems supported under the CFT contract will be non-commercial and must have Government-owned technical data. The objectives and requirements identified within this PWS are described in general terms. Each task order (TO) will be tailored to address customer specified task order requirements, scheduling, task order options, and performance criteria. As with any contract, clearly understanding the task and defining the requirement is the most important step a customer can take to assure a successful outcome.

INSERT General function table
-------------------------------

**2.2 Limitations:** The purpose of the CFT contract is to provide government organizations with the ability to augment their organic maintenance capabilities with qualified contract maintenance personnel. The CFT contract does not provide for and cannot fulfill organizational needs for Total System Performance Responsibility (TSPR), Turn-Key Operations, Government-Owned Contractor-Operated (GOCO) facilities, or logistics-only support operations. The CFT contract cannot be utilized to fulfill organizational needs for personal services or inherently governmental functions.

## 3.0 GENERAL REQUIREMENTS

**3.1 Technical References:** The Contractor shall adhere to the latest versions of the following documents as reference in accordance with the Performance Requirements and Special Requirements sections of this PWS:

<b>Publication</b>	<b>Title</b>
AE Regulation 715-9	Contractor Personnel in Germany – Technical Expert, Troop Care, and Analytical Support Personnel
AFI 10-220	Contractor's Flight and Ground Operations (if applicable)
AFI 21-101	Aircraft and Equipment Maintenance Management
AFI 21-100	Depot Maintenance Management
AFI 33-322	Records Management Program
AFMCI 21-141, Chapters 5, 6 & 7	Contract Field Team Program
AR 95-20	Contractor's Flight and Ground Operations (if applicable)
COMDTINST M13020.3	Contractor's Flight and Ground Operations (if applicable)
DCMAI 8210.1 series	Contractor's Flight and Ground Operations (if applicable)
DoD 5200.22-R	Industrial Security Regulation
DoD 5220.22-M	National Industrial Security Program
NAVAIR 3710.1	Contractor's Flight and Ground Operations (if applicable)
Public Law 91-596	Occupational Safety Health Act (OSHA)

**Note:** This list is not meant to be exhaustive or inclusive of all that may be required, referenced, or otherwise identified within a given task order.

## **4.0 PERFORMANCE REQUIREMENTS**

**4.1 Program Management, Reporting & Voucher Submission:** The Contractor shall provide a management structure that enables Contractor personnel to effectively perform the roles and responsibilities associated with the execution of task order requirements. The Contractor shall provide a management structure that ensures employees are present and engaged in appropriate tasks as identified in each individual task order PWS. The Contractor shall effectively manage, report and voucher task order costs.

**4.1.1 Cost Tracking:** The Contractor shall effectively track, monitor, manage, and report individual task order costs down to the Contract Line Item Number (CLIN) level. The Contractor shall submit a Contract Funds Status Report (CFSR) IAW **Contract Data Requirements List (CDRL) A006** and PWS paragraph 6.2.6. Due to site COR monthly, 10th calendar day of the month.

**4.1.2 Voucher Submission:** The Contractor shall submit public vouchers for cost efforts to the Defense Contract Audit Agency (DCAA). Vouchers shall be submitted in Wide Area Workflow (WAWF). Invoices for fixed price efforts, after acceptance by the Government, shall be submitted in WAWF to Defense Finance and Accounting Service (DFAS) for payment with a copy to the Defense Contract Management Agency (DCMA).

**4.2 Contractor Personnel:** The Contractor shall provide all qualified personnel and common hand tools required for maintenance at all sites within CONUS or OCONUS as specified within individual awarded task orders. The Contractor shall be responsible for the selection, recruitment, hiring, assignment of duties, and reassignment of duties, transfer, supervision, management, control, and termination of Contractor employees in performance of CFT requirements. Contractor personnel are employees of the Contractor and as such are under its administrative control and supervision. The Contractor, through its personnel, shall perform the tasks prescribed herein, or in task orders issued hereunder, IAW the Basic contract PWS and task order PWS, technical manuals, technical orders, drawings, work orders, or other technical data contained in or referenced by the contract, task order, contract modifications, and addendums. The Contractor shall accommodate rapid response and deployment to any operational Government location worldwide. The response shall include, but may not be limited to: passports, visas, immunizations, and security/country clearances as required by the individual task order PWS. The Contractor and its employees shall not supervise, direct or control the activities of Government personnel or the employees of any other Contractor. The Government will not exercise any supervision or control over the Contractor's employees in their performance of contractual services under this contract. The Contractor shall minimize the impact of turnover for each skill on every task order and shall backfill any vacancy that occurs after task order award within thirty (30) calendar days or as specified within a specific task order PWS.

**4.2.1 Task Order Manning:** The Contractor shall effectively track and report individual task order manning. The Contractor shall submit a Work Management Plan-Personnel Report IAW **CDRL A003** and PWS paragraph 6.2.3. The report shall identify, by skill set and task order, the number of Contractor positions on-location at all operational locations to include TDY teams. Due to CFT PMO monthly, last calendar day of the month.

**4.2.2 Conflict of Interest:** The Contractor shall not assign to contract or task order performance any person, including any employee of the U.S. Government, if employing that person would create a conflict of interest under any law, regulation or policy of the United States Government.

**4.2.3 Personnel Report/Seniority List** The Contractor shall provide the Procurement Contracting Officer (PCO) a Personnel Report/Seniority List NLT 30 calendar days prior to the end of the final performance period. Reference **CDRL A015**.

### **4.3 Task Order Transition Period**

**4.3.1 Transition Planning:** Transition is defined as the time in days from task order award until the last date prior to the start of the specified start date in the task order Period of Performance (PoP). Task order PoP start is defined as the first day of hands-on labor performance and the day after the Transition Period ends. To achieve the required team complement as specified in the individual task order PWS by day one (1) of task order PoP start, the Contractor shall provide a time-phased Transition Plan, **CDRL A007**, IAW PWS paragraph 6.2.7 and the applicable task order PWS.

**4.3.2 Transition Execution:** The Contractor shall provide a Transition Execution

Status Report, **CDRL A008**, as specified in PWS paragraph 6.2.8. The Contractor shall execute each transition within the Contractor specified timelines and goals as indicated in CDRL A007. Qualified personnel shall be determined qualified by the Contractor prior to the start of their labor performance. Normal transition timeframes will be 30-60 days depending on complexity of the requirement. The Contractor shall be able to meet a transition timeframe of no less than fifteen (15) calendar days while minimizing disruption during the transition period and maintaining cost and schedule.

**4.3.2.1 Transition Execution Minimum Standard:** In order to meet the minimum standard for transition at the Basic contract level, the Contractor must fully execute all transitions within the Contractor specified goals identified in each task order **CDRL 4.3.2..** The metric will be measured on the Contractor's ability to meet all Contractor specified timelines as reported in each task order **CDRL A008** IAW PWS paragraph 6.2.8.

**4.4 Firm-Fixed-Price Minimum Team Complement:** Contractors shall consistently meet Firm-Fixed-Price Minimum Team Complement (FFP MTC) for all applicable Task Orders. The Government has sole determination of the FFP MTC as stated in clause H-1 of the Basic contract. The Contractor shall ensure the FFP MTC specified in any applicable task order PWS is attained IAW the task order contract and maintained throughout task order PoP. The FFP MTC will be measured against the TOTAL number of skills reported on the Contractor monthly performance evaluation, CFT Form 104, for that task order, not against any particular Full Time Equivalent (FTE) discrepancy. If backfill happens for any FFP MTC FTE skill that is reported vacant at any time during the reported month, it will not be counted against the Contractor unless it affects the billable FFP MTC total required per the task order PWS.

**4.4.1 FFP MTC Minimum Standard:** The minimum standard for FFP MTC measured against the Basic contract shall be met when the FFP MTCs for all task orders are fully manned on day one (1) of task order PoP and when no task order with a FFP MTC discrepancy in any given month has a repeated discrepancy for the same task order in consecutive months. Measurements of the FFP MTC being met by day one (1) of task order PoP will only apply when the award is made thirty (30) calendar days prior to PoP start OR if the task order PWS requires a set required transition time.

**4.5 Site Supervision:** The Contractor shall staff site supervision at each site IAW each task order PWS and Basic contract clause H-1.

**4.5.1 Site Supervision Minimum Standard:** The minimum standard for site supervision measured against the Basic contract shall be met when site supervision for all task orders is on-site on day one (1) of task order PoP and when no task order has a supervisory absence/vacancy of longer than thirty (30) calendar days.

## **4.6 Quality**

**4.6.1 Quality Management System:** The Contractor shall develop and utilize a Quality Management System (QMS) that complies with the requirements of the latest version of Aerospace Standard (AS) 9100D at the time of Basic contract award. The Contractor shall utilize



this system in the performance of the contract.

**4.6.2 Quality Control Plan:** The Contractor shall ensure quality service is maintained throughout the life of the contract, and shall prepare and implement an acceptable Quality Control Plan (QCP), **CDRL A009**, Quality Control Plan, as required for each individual task order and IAW PWS paragraph 6.2.9. The QCP shall reflect the Contractor's overall approach to quality, internal controls and establishment of procedures for evaluating each of the major service areas (who, method, how often), reporting to the Government, resolving deficiencies, identifying potential improvements, documenting quality control inspections and any corrective actions taken, and maintaining quality control documentation. Due to DCMA QAS and site COR seven (7) calendar days prior to task order labor performance start

**4.6.2.1 QCP Minimum Standard:** In order to meet the minimum standard for submission of QCPs at the Basic contract level, the Contractor shall ensure all task order QCPs submitted to the Government Contracting Officer Representative (COR) are deemed task order PWS compliant by the COR prior to the start of task order labor performance. COR will notify the Contractor in writing if the QCPs are compliant or if there are noncompliance/deficiency issues that must be corrected.

**4.6.3 AS9100D Compliant Procedures:** The Contractor shall produce acceptable AS9100D compliant procedures written to encompass the requirements of the CFT Program and available for review/audit at the time of Basic contract award. In addition, to address corporate level and task order requirements, as well as provisions for the addition of Local Operating Instructions (LOIs) to meet site-specific PWS requirements. In order to achieve consistent and predictable quality performance, the Contractor shall utilize the following:

**4.6.3.1 Standard Operating Procedures:** Standard Operating Procedures (SOPs) are the Contractor's internal policies and detailed procedures, to include quality procedures, which provide the guidance and instructions for CFT activities. The Contractor shall ensure the SOP includes the relationship between job descriptions to those skill classifications contained in the proposal/contract. Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.228-7001 shall govern in case of any conflict with these operational procedures. The development and maintenance of SOPs are independent from the requirements for Flight Operations Procedures (FOPs) & Ground Operations Procedures (GOPs) in PWS paragraph 4.7.1.

**4.6.3.1.1 SOPs – Basic Contract:** After Basic contract award, the Contractor shall submit SOPs, **CDRL A001**, to the DCMA Contract Management Office (CMO) IAW PWS paragraph 6.2.1. The DCMA CMO for compliance against the Basic contract will review these procedures. Due to DCMA QAS thirty (30) calendar days after Basic award.

**4.6.3.1.2 SOPs – Task Order:** After individual task order award, the Contractor shall submit SOPs, **CDRL A004**, to the Government COR IAW PWS paragraph 6.2.4. These procedures will be reviewed by the COR for any applicable task order. Due to site COR seven (7) calendar days after start of the task order Transition Period.

**4.6.3.2 Local Operating Instructions:** When required the Contractor's site

supervisor/lead shall develop Local Operating Instructions (LOIs) to supplement SOPs that do not specifically describe the process being performed at the site. If applicable, the Contractor shall submit LOIs, **CDRL A010**, IAW PWS paragraph 6.2.10. The site COR will be responsible for reviewing all LOIs relative to quality for compliance IAW the standards of AS9100, Service specific standards, local base operating standards, etc. Any quality related LOIs are separate and distinct from aviation LOIs listed at PWS paragraph 4.7.1. Due to site COR seven (7) calendar days prior to task order labor performance start or as directed within the task order PWS.

**4.6.3.2.1 LOI Minimum Standard:** In order to meet the minimum standard for submission of LOIs at the Basic contract level, the Contractor shall ensure all task order LOIs submitted to the Government COR are deemed compliant prior to the start of task order labor performance. COR will notify the Contractor in writing if the LOIs are complaint or if there are noncompliance/deficiency issues that must be corrected.

**4.6.3.3 Workbook/Maintenance Forms:** When applicable to the work tasks, the Contractor shall develop a Workbook during the Transition Period or as directed within the task order PWS containing specific “step-by-step” instructions for accomplishing the work in accordance with all technical data. It shall include detailed instructions for component removal, in-process inspections, and reinstallation, as well as all appropriate warning/caution notes. Workbooks are considered a form of LOI and when applicable, the Contractor shall submit Workbooks to the Government COR for a compliance review IAW PWS paragraph 6.2.10 and **CDRL A010**. Workbooks shall be presented to the COR at least seven (7) calendar days prior to the start of task order PoP or as directed within the task order PWS to allow time for review. The Contractor shall provide plan for implementation of workbooks and status of the development for any required workbooks in the Transition Plan required at PWS paragraph 4.3.1 and the Transition Execution Status Report required at PWS paragraph 4.3.2. When a workbook is not applicable, the Contractor shall document the tasks IAW referenced technical publications, SOPs and/or locally required maintenance forms.

**4.6.4 Inspection:** The Contractor shall be required to physically inspect and evaluate all work tasks accomplished to assure they conform to applicable work orders, technical orders, drawings, or other technical data as provided by the Government and required by the task order PWS prior to presentation to the Government for acceptance. When a publication provided by the Government is subsequently revised, supplemented, replaced or rescinded, the Contractor, upon notification or receipt of it, shall comply. The Contractor shall maintain inspection records documenting inspection results. These shall be traceable to the specific work task and inspection process used as well as providing evidence that the work task being inspected conforms to all technical requirements. Defects discovered by the Contractor shall be documented, and corrective action shall be taken through their corrective action system. All Contractor corrective action shall include location, nature of defects, and the specific characteristics of the defect and corrective actions taken. Records shall also include the inspector’s acceptance of corrected deficiencies. The Contractor’s final inspection stamp/signature shall constitute their acceptance of the task/item and must be completed prior to submission to the Government for final inspection and acceptance.

## **4.7 Aviation Maintenance**

**4.7.1 Flight Operations Procedures/Ground Operations Procedures:** When the scope of work involves the repair, maintenance, modification, or overhaul of aircraft, the Contractor shall develop specific written Flight Operations Procedures (FOPs) when required and Ground Operations Procedures (GOPs) for all ground operations, as well as aviation-specific LOIs if referenced in, or included as part of the FOPs/GOPs, IAW DCMAI 8210.1 series, Contractor's Flight and Ground Operations, and submit to the Ground Government Flight Representative (G/GFR) [or Government Flight Representative (GFR), if assigned] IAW **CDRL A011** at PWS paragraph 6.2.11 and each individual task order PWS. Contractors shall not begin flight or ground operations until FOPs/GOPs have been approved in writing by the GFR and/or GGFR. FOPs/GOPs/aviation LOIs are separate and distinct from all other procedures/LOIs required by this contract. Due to DCMA Air Operations and site COR fifteen (15) calendar days prior to task order labor performance start.

**4.7.1.1 FOPs/GOPs Minimum Standard:** In order to meet the minimum standard for submission of FOPs/GOPs at the Basic contract level, the Contractor shall ensure all task order FOPs/GOPs are submitted to the Government G/GFR for compliance review and are approved in writing prior to the start of task order labor performance.

**4.8 Small Business Reporting/M Measurement:** The Contractor shall submit a Small Business (SB) Participation Report to support their Subcontracting Plan IAW CDRL, 6.2.2 at PWS paragraph 6.2.2.

**4.9 Task Order Performance and Schedule Metrics:** The Contractor shall perform tasks that will be measured IAW performance and schedule metric criteria specified in individual task order Performance Work Statements. Performance and schedule metrics may be designed with either two or three scoring criteria selections. Metrics with only two scoring criteria will include criteria for "meets standard" or "0" or "does not meet standard" or "-1". No "exceeds standard" or "+1" can be assigned to a metric with only two scoring criteria. Metrics with three scoring criteria will have assigned criteria for "meets standard" or "0", "does not meet standard" or "-1" and "exceeds standard" or "+1". Any metric assigned a "does not meet standard" or "-1" or "exceeds standard" or "+1" must include specific written justification for the assigned rating.

**4.9.1 Performance Metrics:** A performance metric measures the quality of execution of one or more aspects of a task order. Examples of task order performance metrics include but are not limited to: inspection rejection rates, percentage of discrepancies found for scheduled/unscheduled maintenance actions, management responsiveness, number of corrective action requests issued, and manning levels/turnover. More than one (1) performance metric may be used to track contractor performance, however, if more than one (1) metric is used, the performance metric scores will be averaged to produce one (1) overall performance metric score for the reporting period.

**4.9.2 Schedule Metrics:** A schedule metric measures the timeliness of completion of one or more aspects of a task order. Examples of schedule metrics include but are not limited to: meeting engine workflow days, achieving monthly production rates, timely completion of scheduled aircraft maintenance events and accomplishing scheduled aircraft launches/recoveries. More than one (1) schedule metric may be used to track contractor performance, however, if more

than one (1) metric is used, the schedule metric scores will be averaged to produce one (1) overall schedule metric score for the reporting period.

#### **4.9.3 Metric Performance Data Collection - CFT Form 104 Submission/Review**

**Process:** Individual task order schedule and performance metrics will be collected monthly from assigned government CORs. A CFT 104 will not be submitted until there has been thirty (30) days of performance on the task order. CORs are required to submit monthly surveillance data into a Form 104 within the CFT Control Panel Plus Database by the 10<sup>th</sup> calendar day of the month following the scheduled surveillance. The assigned CFT Program Manager will evaluate submitted surveillance data for completeness/accuracy and will resolve discrepancies/missing data with the COR by the 20<sup>th</sup> calendar day of each month. CFT Program Analysts distribute the evaluated surveillance data to the Contractor's corporate office within seven (7) calendar days after the 20<sup>th</sup> of the month.

**4.9.4 CFT Form 104 Disputes – CFT Form 104 Dispute Process:** If a Contractor disagrees with surveillance data reported by the Government COR in the CFT Form 104, the Contractor may file an official dispute within ten (10) calendar days from the date of CFT Form 104 distribution by emailing their dispute request with detailed information to the CFT 104 Score Dispute Workflow ([AFSC.PZIY.CFT104ScoreDispute@us.af.mil](mailto:AFSC.PZIY.CFT104ScoreDispute@us.af.mil)). Upon receipt, the CFT Program Analyst will have up to one (1) week to provide the Contractor with a dispute control number, as well as forward the dispute, along with a blank PM/PCO Score Assessment Sheet, to the applicable PM/PCO and PM/PCO's supervisor. After the Program Analyst sends the dispute to the PM/PCO, a two (2) week suspense date is established for the PM/PCO to review and finalize the dispute. The PM/PCO will complete and sign the Score Assessment Sheet and specifically detail any changes that need to be made to the 104, if applicable. Once the Program Analyst receives the completed Score Assessment Sheet, they will have up to one (1) week to make any required changes to the 104 in the CFT Control Panel Plus database application. The Program Analyst will email the completed dispute package (PM/PCO Score Assessment Sheet, original 104 and revised 104, if changes were made) to the PM/PCO to be distributed to the Contractor and Customer (task order site).

**4.10 Performance Summary:** Contractor performance on the Basic contract will be measured by a combination of the thresholds identified in the Service Summary below, as well as performance requirements specified within individual task order Performance Work Statements. Performance data will be derived from data collected from CFT Form 104s, task order CDRLs/Deliverables, Corrective Action Requests, DCMA and other sources as deemed appropriate by CFT. Circumstances or external influences beyond the control of the Contractor that impact the ability of the Contractor to meet performance standards will not affect Contractor performance measurements. The Government has sole determination of which circumstances or external influences are beyond the Contractor's control.

**4.11 Services Summary:** The Contractor's performance of task order efforts shall be evaluated using the following Services Summary. The absence of any contract requirement from the Services Summary below shall not detract from its enforceability nor limit the rights or remedies of the government under any other provision of the contract.

<b>SERVICES SUMMARY</b>		
<b>PWS Reference</b>	<b>Desired Outcome (Performance Objective)</b>	<b>Performance Standard (Performance Threshold)</b>
<b>Para 4.4.1</b>	<b>FFP MTC Minimum Standard</b>	The minimum standard for FFP MTC measured against the Basic contract shall be met when the FFP MTCs for all task orders are fully manned on day one (1) of task order PoP and when no task order with a FFP MTC discrepancy in any given month has a repeated discrepancy for the same task order in consecutive months. Measurements of the FFP MTC being met by day one (1) of task order PoP will only apply when the award is made thirty (30) calendar days prior to PoP start OR if the task order PWS requires a set required transition time.
<b>Para 4.5.1</b>	<b>Site Supervision Minimum Standard</b>	The minimum standard for site supervision measured against the Basic contract shall be met when site supervision for all task orders is on-site on day one (1) of task order PoP and when no task order has a supervisory absence/vacancy of longer than thirty (30) calendar days.

\* This Services Summary is not inclusive of individual task order performance and schedule metrics (see PWS paragraph 4.9). The Contractor shall also be measured against the Services Summary for each individual task order PWS. The Government reserves the right to inspect all services required by the contract, Basic and task order PWS, to the maximum extent practicable, at all times and places, during the term of the contract IAW the contract inspection clauses.

#### **4.12 Task Order Specific Technical Requirements**

### **5.0 SPECIAL REQUIREMENTS**

**5.1 Safety:** The Contractor shall comply with occupational health and safety provisions as directed within the individual task order PWS and IAW the Safety Appendix at PWS Attachment D. The Contractor shall be responsible for the safety and accountability of all its employees. The Contractor shall complete all work tasks IAW contract terms and conditions while complying with the safety program, host base safety requirements, Environmental Protective Agency (EPA) instructions and Occupational Safety and Health Administration (OSHA) Public Law 91-596 and OSHA 29 CFR 1910.

**5.1.1 Emergency Procedures:** Contractor employees shall follow the direction of Government employees in regards to emergency procedures, i.e. fire, tornado, active shooter, bomb threats. It shall be the responsibility of the Contractor to provide guidance and establish procedures for responding to emergencies for their employees. The Contractor shall account for their employees following an emergency situation. Contractor employees shall participate with Government personnel in all fire and tornado drills.

**5.1.2 Contractor Tools and Personal Protective Equipment:** The Contractor shall ensure each employee assigned to a program as the result of task orders issued in accordance with Basic contract clause H-1 has portable tool kits, small instruments/tools (excludes calibrated items), and Personal Protective Equipment (PPE) common to the specialty of work (individual task order PWS will further clarify specialty of work) they are expected to perform (e.g. safety shoes, work boots, safety glasses, ear plugs, goggles, welding gloves, chemical resistant gloves, cut gloves, face shields, hard hats, jackets, booties, coveralls and foul weather gear). All of the items listed above, where applicable, shall be required to be a part of employees required tool list in Contractor's SOPs. PPE must meet or exceed standards in OSHA 29 CFR 1910.

**5.1.2.1 Specialized PPE:** If applicable, specialized PPE (not considered common as detailed in PWS paragraph 5.1.2 above) will be provided by the Government via the Contractor Acquired Property (CAP)/Contractor Acquired Services (CAS) or Material (Mat)/Non-Material (Non-Mat) CLINs.

**5.1.3 Respirators:** The Contractor shall ensure each employee assigned to a program as the result of task orders issued in accordance with Basic contract clause H-1, if applicable, has the required respirators (and associated respirator fit training) and cartridges. These items, where applicable, shall be required to be a part of employees required tool list in Contractor's SOPs.

**5.1.4 Aviation Maintenance Safety & Mishap Reporting:** Contractors with aviation maintenance task orders including the operation, production, modification, or maintenance of any aircraft shall adhere to DFARS 252.228-7005, DCMAI 8210.1 series and the applicable Contractor's Flight and Ground Operations instruction.

**5.1.4.1** When Ground Flight Risk Clause is required, safety and mishaps plan will be submitted with **CDRL A011** GOPs/FOPs IAW DCMAI 8210.1 series.

**5.2 Security Requirements:** The Contractor shall comply with all applicable security requirements, abide by direction given by Military Police or other security personnel, and adhere to installation traffic laws as defined within the individual task order PWS. Requirements may include a DD Form 254, DoD Contract Security Classification Specification. Examples of clearance levels include Secret and Top Secret for classified access and Favorable for national security sensitive unclassified access. (ALL access under this PWS is minimum national security sensitive.) Contract security shall be in accordance with the DoD 5220.22-Volume 2, National Industrial Security Program: Industrial Security Procedures for Government Activities, or latest guidance. All Contractors are required to have a Common Access Card (CAC) and shall be required to pass the equivalent of a Tier 3 Personnel Security Investigation, or latest guidance (at no additional cost to the Government for classified contracts and at Government expense on unclassified contracts) prior to being allowed to work under any task order PWS. The Contractor shall be responsible for obtaining the necessary admittance privileges to the applicable base/place of performance. The Contractor shall be required to coordinate with the appropriate base and receiving government agency security officials for issuance of employee identification badges, if applicable, prior to starting work.

**5.2.1 Employee Protections:** IAW individual task order PWS, personnel who are citizens of the United States and employed by the Contractor hereunder and sent to OCONUS locations shall be accredited to the United States Air Force (USAF), Army, Navy or Marines with a recognized status under the Hague regulations and the Geneva Convention. IAW the task order PWS, the Contractor shall be given proper credentials and identification cards, shall wear a uniform when prescribed by the Theater Commander, shall be subject to appropriate recognition under the rules of war, and shall be subject to such regulations as have been or may hereafter be issued by the USAF, Army, Navy or Marines in foreign theaters of operation. Upon termination of services of any employee, the Contractor shall immediately upon occurrence turn in all Government credentials issued to that employee to the specified Government representative.

**5.2.2 Contractor Identification:** Contractor employees shall identify themselves as Contractor personnel and display distinguishing badges or other visible identification at all times. Contractor personnel shall appropriately identify themselves as Contractor employees in conversations, formal and informal written correspondence, teleconferences, video teleconferences, faxes, and/or other electronic communication whether with Government personnel, other contractor personnel, or with the public when supporting this contract where their status as contractor employees might not otherwise be apparent or where they might be mistaken for civil service employees or military personnel.

**5.3 Government Furnished Equipment, Facilities and Services:** For every task order defined permanent location, the Government will provide necessary space, special tooling, all support equipment (to include Fall Protection IAW OSHA General Industry Standard 29 CFR Part 1910), office space, required office equipment and supplies, and access to telephone/fax machine for official business calls in addition to logistics support as outlined in logistics support clauses of the Basic contract. Direct parts and materials shall be purchased using the appropriate reimbursable CLIN after approval from the DCMA Administrative Contracting Officer (ACO) as outlined in the applicable Basic contract clause.

**5.3.1 Contractor Transportation:** When Contractor employees are on Temporary Duty (TDY) status, Government provided transportation may be authorized, provided it is specified on the individual task order PWS and approved by the Contracting Officer. Government transportation shall be limited to the duration of the TDY in accordance with the Joint Travel Regulations (JTR), for period of performance and location. Use of transportation will be restricted for the conduct of official business and transportation of team personnel to worksite from quarters and return. Costs incurred by Contractor personnel on official company business are allowable, subject to the limitations contained in FAR 31.205-46 – Travel Costs. Costs for transportation may be based on mileage rates, actual costs incurred, or on a combination thereof, provided the method used results in a reasonable charge.

**5.3.2 CONUS Logistics Support:** In CONUS, Contractor's personnel will not be furnished Government quarters, messing or other forms of logistic support except for emergency medical care (resuscitative and stabilization care only), unless specifically authorized in the task order or letter of identification.

**5.3.3 OCONUS Logistics Support:** The Government may make available within the overseas theaters, subject to the individual capability limitations of the bases therein and the approval of the respective Theater/Base Commanders, the following items of logistics support to Contractor personnel: quarters (adequate Government quarters may be considered a tent), messing (including commissary), communications, banking, postal service, laundry, dry cleaning, on-base recreation, vehicle registration, base service station, base exchange, club privileges, medical and dental facilities. There may be specific limitations with regards to United States (US) Territories and possessions. Secretaries of the respective Military Department (for US territories and Possessions, the installation commander concerned if delegated) may grant deviations to specifically authorize limited commissary privileges to firms under contract to the DoD provided certain criteria are met. The Contractor shall reference DoD 1330.17-R, "Armed Services Commissary Regulations, Enclosure 2;" DoD Instruction 1330.21, "Armed Services Exchange Regulations, Enclosure 6;" and DoD Instruction 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," for the latest guidance on access privileges. The task order PWS will specify any OCONUS logistics support that will be provided by the Government. Additionally, PWS paragraph 5.16 will specify any country specific entry requirements that would be required in order to gain access to Government bases/facilities.

**5.3.3.1 OCONUS Laws and Regulations:** The Contractor shall comply with, and shall ensure that its personnel and subcontractor personnel at all tiers obey all existing and future U.S. and Host Nation laws, Federal or DoD regulations, and Central Command orders and directives applicable to personnel in Iraq and Afghanistan, United States Central Command (USCENTCOM), Multi-National Force and Multi-National Corps fragmentary orders, instructions and directives. Contractor employees performing in the USCENTCOM Area of Operations are under the jurisdiction of the Uniform Code of Military Justice (UCMJ). Under the UCMJ, U.S. commanders may discipline Contractor employees for criminal offenses. Contractors shall advise the PCO if they suspect an employee has committed an offense. Contractors shall not permit an employee suspected of a serious offense or violating the Rules for the Use of Force to depart Iraq, Afghanistan, or other CFT country without approval from the senior U.S. commander in the country.

**5.3.3.2 OCONUS Transportation:** When Contractor employees are overseas, the Government will provide transportation between work sites, when authorized by the ACO or PCO. Government provided transportation includes the use of Government furnished vehicles, vehicle rental, or mileage reimbursement on a privately owned vehicle.

**5.3.3.3 FAR/DFARS:** All applicable FAR/DFARS Theater Clauses will be added and applied at the task order level.

**5.4 Off-Site Operations:** Maintenance performed at any locations other than those defined as the permanent locations in Section 2 of the task order PWS, will be considered TDY locations.

**5.5 Travel:** When required the Contractor shall travel. TDY shall be performed as required by individual task order requirements and will be specified in the task order PWS, only after coordination with the COR prior to approval and authorization by the ACO or PCO. All travel



shall be IAW FAR 31.205-46 and the JTR. The Contractor shall be responsible for making all necessary travel, car rental, lodging arrangements, and subsistence required. If passports/work visas are required for travel, this will be specified in the task order PWS. The Contractor shall be responsible for obtaining any passports or visas. If travel is required, **CDRL A019** must be provided.

**5.6 Work Hours CONUS/OCONUS:** Within CONUS, Alaska and Hawaii, and where U.S. labor laws apply, a straight time work week will consist of forty (40) hours per week. Each task order issued hereunder will set forth the required work week where performance is to be overseas. The overtime rates set forth in Section B hereof will apply only for those hours worked in excess of the foregoing pursuant to the “Payment under Time & Materials and Labor Hour contracts – (52.232-7)” or “Payments – (52.232-1)” clauses of the General Provisions. In some instances, part-time employees will be allowed if authorized by the ACO. “Part-time” is defined as any employee customarily working less than the straight time work weeks identified above. Under no circumstances will “on-call” employees be allowed under this contract.

**5.6.1 Task Order Hours of Operation:** Individual task order work schedule requirements will be specified in the task order PWS. Normal Government workdays include Monday through Friday, except for Contractor sick leave and vacation days and United States Federal Holidays as listed in PWS paragraph 5.6.2. The Contractor is responsible for communicating required work hours and ensuring their employees are at their designated workstations ready to work during work hours.

<b>Insert Task Order work hours table</b>
---

**5.6.2 United States Federal Holidays:** The following occasions are identified as official federal holiday and are not considered work days unless specifically identified within an individual task order PWS:

New Year’s Day  
 Martin Luther King Jr’s Birthday  
 President’s Day  
 Memorial Day  
 Juneteenth National Independence Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veteran’s Day  
 Thanksgiving Day  
 Christmas Day.

**5.6.3 Emergencies/Closures/Weather Days:** From time to time, the Government may decide or be forced to close all or part of the Government installation in response to an unforeseen emergency or other occurrence such as a furlough. Sample emergencies include, but are not limited to, adverse weather such as snow or flood, an act of God such as a tornado or earthquake, or a base disaster such as a natural gas leak or fire. The Contractor shall be officially dismissed upon notification of closure in accordance with PWS paragraph 5.6.2.1 and 5.6.2.2. The

Contractor shall promptly secure all GP appropriately and evacuate in an expedient but safe manner.

**5.6.3.1 Government Installation Closure – Duty Hours:** If the decision to close all or part of the installation is made during the duty day, and the installation Commanders' decision is transmitted through official notification channels, the Contractor shall follow the instructions as given. Contractor personnel shall notify their task monitor and act in accordance with the task monitor's instruction.

**5.6.3.2 Government Installation Closure – Non-Duty Hours:**

- After an official decision to close the installation has been made by the responsible Government representative, the local radio and television stations will be notified of the closure.
- The Contractor shall listen to or watch one of the local radio or television stations for notification of installation closures and delays. Unless otherwise notified by the PCO, the Contractor shall follow instructions intended for non-essential personal.
- The Contractor may not receive any other form of notification of installation closure from the Government. The Contractor shall be responsible for notification of his or her employees.

**5.6.4 Down Days:** When required the Contractor shall work all local safety, family, and down days. There may be scheduled down days or safety days such as: days after holiday, goal days, and other similar events where the Contractor does not have access to base facilities. Every effort will be made to provide Contractor access during down days; however, access is not guaranteed.

**5.6.5 Rescheduling:** If there are lost hours for any reason, the COR may reschedule tasks to a later date but these hours shall be made up in the same pay period for the Contractor. This will be coordinated through the Contractor prior to being worked.

**5.6.6 Surge/Emergency Operations:** When required the Contractor shall provide maintenance services in support of natural disasters and other unique situations (e.g., stranded aircraft rescue, national security support, etc.). The Government will make every effort to provide advance notice of emergent requirements. Should the Contractor actually be required to support the function (i.e., if the Contractor is actually called to duty), the Contractor shall be reimbursed for such services when outside normal working hours and if they exceed expected workload.

**5.6.7 Weekends/Holidays:** Requirements for weekend/holiday work will be identified within the task order PWS.

**5.6.8 Night Operations:** Requirements for other than normal dayshift hours will be identified within the task order PWS.

**5.6.9 The Fair Labor Standards Act:** The Fair Labor Standards Act (FLSA) includes in the regular rate of pay all remuneration for employment paid to, or on behalf of, the employee,

except payments specifically excluded by FLSA section 7(e). The hours worked by an employee include all periods in which the employee is “suffered or permitted to work” whether or not required to do so, and all time during which the employee is required to be on duty, or to be on the employer's premises, or to be at a prescribed workplace. FLSA 7(e)(2) provides that the term “regular rate” shall not be deemed to include “payments made for occasional periods when no work is performed due to vacation, holiday and other similar payments to an employee which are not made as compensation for his hours of employment.”

**5.6.10 Holiday/Vacation Pay:** As indicated in 29 C.F.R. § 778.219(a), when the employee foregoes a holiday or vacation but still receives the holiday or vacation pay it is not considered hours worked and shall not be included in the regular rate of pay for purposes of computing overtime. In addition, vacation, holiday and sick leave do not fall within the meaning “to suffer or permit to work” and shall not be considered as hours worked and compensable, and therefore, shall not be included in the regular rate of pay for purposes of computing overtime.

**5.7 Overtime, Surge and Over & Above Work:** Overtime, Surge and Over & Above work are defined in and shall be worked IAW basic contract clause H-5, “OVERTIME, SURGE, and OVER AND ABOVE PROCEDURES”. The Contractor is advised that a shortage of personnel which results in overtime or weekend work to accomplish tasks not considered a surge emergency requirement will NOT be entitled to overtime under the over and above CLIN. If manning levels must be decreased due to unanticipated workload reduction, the task order may be de-scoped as a result of Government/Contractor negotiations.

**5.8 Training:** The Contractor shall provide all required training to its employees. Exceptions to this will be specified within the individual task order PWS. The Contractor shall provide copies of certification to the task order COR when requested IAW the individual task order PWS.

**5.8.1** The Contractor can conduct on the job training of user personnel on a non-interference basis with the task order performance and/or schedule metrics. The Contractor will NOT certify training provided to task order user personnel. All training will be coordinated at least 72 hours in advance between Contractor site leadership and site COR.

**5.9 Physicals:** The Contractor shall be responsible to pay for all physicals such as “fit-to-work” or “pre-employment” type physicals. Contractors shall be responsible for all annual flight physicals, if applicable. This includes all OSHA physicals and OSHA training requirements. This includes, but is not limited to, OSHA mandated physicals and trainings such as Cadmium, EXIT Cadmium, DOT Exam, Respirator (including all Fit Testing Procedures), Hazardous Operations and Emergency Response (HAZWOPER), breathing tests, and Audiograms. Additionally, general physical for persons operating powered equipment or Government motorized equipment, Class 1 & 2 flight physicals for personnel performing flight duties and fitness for duty physicals are the responsibility of the Contractor. It is the Contractor's responsibility to estimate physical and training costs up-front based on the requirements defined in the task order PWS or Task Order Solicitation (TOS). All physical costs shall be a part of the task order proposal. All OSHA required physicals, applicable to both FFP and Time & Material (T&M) work, shall not be a direct cost to the Government and will not be reimbursed through the CAP/CAS or Mat/Non-Mat CLIN.

**5.10 Data Rights:** IAW the task order PWS, the Contractor shall be provided access to information required to accomplish assigned tasks commensurate with security clearance and on a need to know basis. During any task order PoP, all data pertaining to the task order shall be returned to the Government upon task order expiration. The Contractor shall not retain classified or unclassified material generated or received under this contract and any resultant task order after the task order ends without approval of the appropriate office of primary responsibility. The Government has unlimited rights to all deliverables developed under this contract and any resultant task order. The Government will retain custody of all records associated with Contractor deliverables and will have exclusive control of all records associated in the distribution of all written deliverables.

**5.10.1 Documentation:** Documentation, in any media, provided by the Government will remain the sole property of the U.S. Government. Documentation generated by the Contractor in support of this contract, in any media, shall remain the sole property of the U.S. Government. The Contractor shall not use or disclose any documentation for any purpose, in any manner not specifically authorized, or required by the CFT contract and the Individual task order PWS. Documentation includes, but is not limited to software, data, records, files, documents, work papers, logs, materials, products, and services. Documentation also includes, but is not limited to, requirements information from customers, design specifications, notes, end-user manuals, flowcharts, diagrams, and prototypes. Products and services include, but are not limited to, those that are innovations, or were learned as part of normal operational processes, or those not listed as a requirement but the Contractor saw and filled a need based on Government Contracting Officer (CO) approval at no additional cost to the Government.

**5.10.1.1 Records Management:** Documentation shall be maintained, inventoried, and disposed of in accordance with the applicable records management regulations AFI 33-322 “Records Management Program”, AFMAN 33-363 “Management of Records”, and AFI 33-364 “Records Disposition – Procedures and Responsibilities” (in their entirety) and written coordination with the Government COR.

**5.10.1.2 Returning Documentation:** All documentation returned to the Government COR during contract performance, at contract completion or termination shall be in the English language, readable, and in a readily retrievable format, which requires no additional software or tools to read and to retrieve beyond those already installed on the affected U.S. Government computers.

**5.11 Mission Essential Services:** The Contractor shall prepare for the continuation of essential DoD services during crisis IAW DFARS SUBPART 252.237.7023 “Continuation of Essential Contractor Services.” In a state of emergency, if the Government deems necessary, the Contractor shall continue to provide all services necessary to ensure mission accomplishment. IAW the task order PWS, the Contractor shall provide a written plan IAW DFARS 252.237-7024, “Notice of Continuation of Essential Contractor Services”.

**5.12 Affirmative Procurement Statement (APS):** In order to be compliant with Executive Order (E.O.) 13423 and FAR 23.404(b), the Contractor shall purchase products and services

(when CAP/CAS is authorized) that meet APS guidelines unless they are not available:

- Competitively within a reasonable period of time
- At reasonable prices
- Contractors and CE Operations shop personnel (for in-house job and work orders regardless of project cost) will be responsible for completing an Affirmative Procurement Statement for all procurement actions if none of the items on the mandatory purchasing lists are required

**5.12.1 Affirmative Procurement Statement:** The “Affirmative Procurement Statement” provides documentation that Affirmative Procurement Plan (APP) has been considered for projects that do not require the use of U.S. EPA-designated CPG items, USDA-designated biobased items, Energy Star® listed items, or FEMP Low Standby Power items:

- Recycled content products
- Environmentally preferable products and services
- Bio-based products, energy- and water-efficient products
- Alternate fuel vehicles and alternative fuels
- Products using renewable energy
- Alternatives to hazardous or toxic chemicals

**5.12.2 Service Technical Order/Manual & Regulatory References:** The APS does not authorize the violation of Service Technical Order/Manual or Regulatory requirements to use specified materials. Useful information can be found at:

- U.S. EPA Comprehensive Procurement Guidelines published at

USDA Bio-based product listings published at

<http://www.dm.usda.gov/procurement/programs/biopreferred.htm>

Energy Star® product listings published at [www.energystar.gov/products](http://www.energystar.gov/products)

FEMP Low Standby Power product listings published at <http://oahu.lbl.gov>

**5.13 Strike Plan:** The Contractor shall continue performance in the event of a labor strike, in accordance with FAR 22.101.2(b). If Contractor employees performing on a task order are covered under a Collective Bargaining Agreement (CBA), the Contractor shall provide a Strike Plan IAW paragraph 6.2.13, **CDRL A013** and requirements within the task order PWS. The Strike Plan shall address how the Contractor shall continue to provide contract services in the event of a strike or labor dispute by represented employees and address measures necessary to ensure the security of Government property and communications. The plan shall also address any other criteria the Contractor believes to be critical to continuance of the contracted services.

**5.14 Contractor Labor Dispute Plan/Unrepresented Employees:** The Contractor is expected to continue performance in the event of a labor dispute involving Contractor employees that are not represented by a union. The Contractor shall provide a Labor Dispute Plan IAW paragraph 6.2.14, **CDRL A014** and requirements within the task order PWS. The Labor Dispute Plan shall address how the Contractor shall continue to provide contract services in the event of a labor dispute by unrepresented employees and address measures necessary to ensure the security of Government property and communications. The plan shall also address any other criteria the Contractor believes to be critical to continuance of the contracted services. The

Contractor and the COR. shall review this plan on an annual basis.

**5.15 Nuclear Weapons Related Materiel (NWRM) Standard Contract Requirements:** Individual task order requirements will be specified in the task order PWS.

**5.16 Distinctive Requirements for OCONUS Task Orders:** Individual task order requirements will be specified in the task order PWS [Technical Expert Status Accreditation (TESA), Status of Forces Agreement (SOFA), etc.].

**5.17 Contractor Vehicle/Equipment Operation:** Contractors shall comply with DoD 4500.36-R for all Contractor vehicle and equipment operation. DoD Contractor employees assigned to operate either Government-owned/Government-leased equipment in performance of their contract shall be certified, by the Contractor and at the Contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime Contractor shall document all operator qualifications. The Contractor shall provide a locally produced Motor Vehicle Operator's Identification Card for all employees that require a motor vehicle license and that have received proper training to operate a motor vehicle. This license shall at a minimum have the following information, Name, Sex, Date of Birth, Height, Weight, Hair Color, Eye Color, Date Issued, Date Expires, Location Issued, Signature Block for Verifying Government Official, License tracking number, List of Vehicle authorized to operate. The use of Optional Form (OF) 346, "U.S. Government Motor Vehicle Operator's Identification Card" is not authorized to fill this requirement. All records shall be maintained by the Contractor and made available to the COR or Government Flight Representative during annual inspections and as requested. Individual task order requirements relative to what equipment requires certification to operate will be specified in the task order PWS, if applicable. A CDRL listing all Contractor personnel who are authorized to operate Government-owned/Government-leased equipment will be specified in the task order PWS, if applicable.

**5.18 Contractor Manpower Reporting:** The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields in the Service Contract Report (SCR) at [www.SAM.gov](http://www.SAM.gov) to support Air Force compliance with Section 8108 of Public Law 112-10 of the DoD and Full-Year Continuing Appropriations Act, 2011.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October\* through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the SAM.gov service desk (<https://www.fsd.gov/fsd-gov/home.do>).

\*Reporting Period: Contractors are required to input data by 31 October of each year.

**5.18.1 Uses and Safeguarding of Information:** Information from the secure web site is considered to be proprietary in nature when the contract number and Contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released

to the public with the Contractor name and contract number associated with the data.

**5.18.2 User Guide:** Data for Air Force service requirements must be input at [www.sam.gov](http://www.sam.gov). A quick start user guide is available on the SAM.gov website at [https://sam.gov/SAM/transcript/SCR\\_QSG.pdf](https://sam.gov/SAM/transcript/SCR_QSG.pdf). In addition, a full user guide for contractors and government personnel are available at <https://www.sam.gov/SAM/pages/public/help/samUserGuides.jsf>

**5.18.3 Unit Identification Codes:** The Unit Identification Code(s) (UIC) for each site(s) on a task order will be specified by the individual task order PWS.

**5.19 Reporting Requirements:** The Contractor shall notify the task order COR of any condition that may delay Contractor's performance. The method of reporting, to include how quickly and whether the notification should be in writing, verbally, etc., will be specified in the task order PWS. Examples of instances where this may occur at the task order level are as follows:

- When it is suspected or confirmed material failure is the cause of an aircraft accident
  - A condition or material fault that is a hazard to personnel, equipment and missions
  - When a prescribed installation or maintenance action cannot be accomplished or when operational characteristics or durability cannot be obtained because of faulty design or materials
  - Conditions which are direct results of poor quality workmanship during manufacture, modification, repair or overhaul, a Standard Form (SF) 368 Quality Deficiency Report (QDR)
  - Deterioration of installed components or operational equipment due to effects of climatic or environmental conditions
  - Inadequate, insufficient or otherwise deficient technical publications which prevent or hinder accomplishment of the contracted maintenance which, if not corrected, may cause a hazard or be a Safety-of-Flight condition
- Conditions which prevent proper operation of the equipment  
When equipment does not perform to published operational or maintenance standards

## 6.0 CONTRACT DATA REQUIREMENT LISTS/DELIVERABLES

The CDRLs listed below are representative of those that may be dictated by the CFT basic contract and an individual task order. This list is not meant to be exhaustive or inclusive of all that may be required, referenced, or otherwise identified within a given task order. As directed by the individual task order, the COR may require the Contractor to comply with an identified industry or commercial standard or request Contractor format or utilize existing Contractor data. See Request For Proposal (RFP), section J, for the DD1423s associated with the CDRLs listed at PWS paragraph 6.2.

**6.1 General CDRLs:** The CDRLS below may be required on individual task orders without specific CDRL numbers assigned:

<b>CDRL Number</b>	<b>Data Item Description</b>	<b>Title</b>
*	DI-MISC-80508B	Technical Report - Study/Services
*	DI-MISC-80508B	Technical Report - Study/Services: Travel Requests
*	DI-MISC-80508B	Technical Report - Study/Services: Trip Reports
*	DI-MISC-80508B	Technical Report - Study/Services: Mission Essential Listing
*	DI-MISC-80508B	Technical Report - Study/Services: Contractor Vehicle Operator Listing
*	DI-MISC-80224B	Technical Directive Compliance Reports
*	DI-MISC-80666	Major Vehicle Accident Report
*	DI-MISC-81178	Report, Production or Delivery Problems (S)
*	DI-MISC-81325A	Time Compliance Technical Order (TCTO) Reporting
*	DI-MISC-81834A	Contractor's Personnel Roster
*	DI-MISC-81893	Service/Work Request Report
*	DI-QCIC-80736	Quality Deficiency Report
*	DI-FNCL-80003A	Man-Hours Expenditure Chart
*	DI-FNCL-80331A	Fund and Man-Hours Expenditure Report
*	DI-FNCL-80912	Performance and Cost Report

**6.2 Required CDRLs:** CDRLs within the table and paragraphs below are required against both the basic contract and individual task order Performance Work Statements. Any CDRL specified for a task order is applicable to all task orders except the Strike Plan and Contractor Labor Dispute Plan, which will be one or the other.

<b>REQUIRED CDRLS</b>						
<b>CDRL Number</b>	<b>PWS Reference</b>	<b>Data Item</b>	<b>Title</b>	<b>Application</b>	<b>Recipient</b>	<b>Due Date</b>
	4.6.3.1.1, 6.2.1	DI-MGMT-81580	Contractor's Standard Operating Procedures Standard Operating Procedures-Basic	Basic	DCMA QAS	Thirty (30) calendar days after Basic award
A002	4.8, 6.2.2	DI-MGMT-81642	Small Business Subcontractor Report Small Business Participation Report	Basic	CFT PMO	Semi-annually, beginning six (6) calendar months after Basic contract award date
A003	4.2.1, 6.2.3	DI-	Work	Basic	CFT	Monthly, last



		MGMT-80004A	Management Plan Personnel Report		PMO	calendar day of the month
A005	6.2.5	N/A	Reserved for Future Use	N/A	N/A	N/A
A006	4.1.1, 6.2.6	DI-MGMT-81468	Contract Funds Status Report	Task Order	COR	Monthly, 10th calendar day of the month
A007	4.3.1, 4.3.2, 4.3.2.1, 6.2.7	DI-MGMT-80790	Transition Plan Task Order Transition Plan	Task Order	COR	IAW Task Order PWS
A008	4.3.2, 4.3.2.1, 6.2.8	DI-MGMT-80368A	Status Report Transition Execution Status Report	Task Order	COR	IAW Task Order PWS
A009	4.6.2, 6.2.9	DI-QCIC-81794	Quality Assurance Program Plan Mgmt Plan: Quality Control Plan	Task Order	DCMA, COR	Seven (7) calendar days prior to task order labor performance start
A010	4.6.3.2, 4.6.3.3, 6.2.10	DI-MGMT-81580	Contractor's Standard Operating Procedures Local Operating Instructions	Task Order	COR	Seven (7) calendar days prior to task order labor performance start or as directed within the task order PWS
A011	4.7.1, 5.1.4.1, 6.2.11	DI-MGMT-81580	Contractor's Standard Operating Procedures Flight and Ground Operations	Task Order	DCMA/ GGFR	Fifteen (15) calendar days prior to task order labor performance start or as directed within the task order PWS
A013	5.13, 6.2.13	DI-MGMT-81911	Work Management Strike Plan	Task Order	PCO/ COR	Ten (10) calendar days after TO Award
A014	5.14, 6.2.13	DI-MGMT-81911	Work Management Plan Contract Labor Dispute Plan	Task Order	PCO/ COR	Ten (10) calendar days after TO Award

A015	4.2.3	DI-MGMT-80004A	Work Management Personnel Report/Seniority List	Task Order	PCO	Forty Five (45) days prior to labor PoP End
A019	5.5, 6.2.19	DI-MGMT-81368A	Travel Expense Estimate/Voucher	Task Order	COR/DC MA ACO	Within 5 calendar days after each individual travel event

**6.2.1 CDRL A001 – Contractor’s Standard Operations Procedures-Standard Operating Procedures - Basic:** The Contractor shall submit SOPs to DCMA CMO IAW CDRL A001 and PWS paragraphs 4.6.3.1 and 4.6.3.1.1 within thirty (30) calendar days after Basic contract award. SOPs shall be submitted with an electronic notification to the supervisory Quality Assurance Specialist (QAS) within the contract administration office at DCMA-Dayton. If the SOPs are hard copies, the Contractor shall mail them to the contract administration office at DCMA-Dayton. If this CDRL is available online via the Contractor's web-based program, the Contractor shall provide permissions, passwords, etc. in ample time for the CDRL to meet delivery specifications.

**6.2.2 CDRL A002 – Small Business Subcontractor Report-Small Business Participation Report - Basic:** The Contractor shall electronically submit a Small Business Participation Report IAW CDRL A002 and PWS paragraph 4.8. The Small Business Participation Report is due semi-annually, beginning six (6) calendar months after the Basic contract award date, and shall be submitted electronically via the electronic Subcontracting Reporting System (eSRS) to the CFT PMO.

**6.2.3 CDRL A003 – Work Management Plan-Personnel Report - Basic:** The Contractor shall electronically submit a monthly manning level report IAW CDRL A003 and PWS paragraph 4.2.1. The Personnel Report is required for all Contractors with awarded task orders, is due the last calendar day of the month, and shall be submitted electronically to the CFT PMO CDRL Workflow ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)).

**6.2.4 CDRL A004 – Contractor’s Standard Operations Procedures-Standard Operating Procedures – Task Order:** After each task order award, the Contractor shall submit a copy of their Basic contract Standard Operating Procedures to the task order site COR IAW CDRL A004 & PWS paragraphs 4.6.3.1 and 4.6.3.1.2. Delivery method will be electronic or hard copy as directed by the task order Site COR not later than seven (7) calendar days after the start of the task order Transition Period or as directed within the task order PWS.

**6.2.5 CDRL A005 – Reserved For Future Use**

**6.2.6 CDRL A006 – Contract Funds Status Report – Task Order:** The Contractor shall electronically submit a Contract Funds Status Report (CFSR) IAW CDRL A006 and PWS

paragraph 4.1.1. The CFSR is applicable to each task order and is due monthly after task order award, on the 10th calendar day of the month to the individual task order COR and the CFT PMO PM ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)).

**6.2.7 CDRL A007 – Transition Plan-Task Order Transition Plan – Task Order:** The Contractor shall electronically submit an accurate and timely Transition Plan, IAW CDRL A007 & PWS paragraphs 4.3.1 and 4.3.2.1 within a timeframe specified by the individual task order PWS, to the Government COR and the CFT PMO PM ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)). A Transition Plan is required for all task orders and shall be specific to the requirements of the individual task order PWS. The Transition Plan may be required to include but is not necessarily limited to providing the Contractor's strategy and timeframes for providing/obtaining/completing:

- Specialized skill certifications/training
- Required security clearances
- Site entry requirements to include Common Access Cards (CACs), line badges, etc.
- Standup of site specific operational requirements (i.e. tool room)
- Inventory of any identified GP
- Country specific entry requirements, i.e. TESA, SOFA, etc.

**6.2.8 CDRL A008 – Status Report-Transition Execution Status Report – Task Order:** The Contractor shall electronically submit an accurate and timely Transition Execution Status Report of the execution of each transition, IAW CDRL A008 & PWS paragraphs 4.3.2 and 4.3.2.1, to the COR and CFT PMO PM ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)), as specified by the transition elements in the individual task order PWS. The status report is applicable to each task order. The status report is due within a timeframe specified by the individual task order PWS. Information to be reported in the Transition Execution Status Report will be specified in the task order PWS.

**6.2.9 CDRL A009 – Quality Assurance Program Plan-Mgmt Plan: Quality Control Plan – Task Order:** The Contractor shall prepare and implement a QCP, as required for each individual task order IAW CDRL A009 & PWS paragraphs 4.6.2 and 4.6.2.1. The QCP shall be submitted to the Government COR, either electronically or hard copy (verify with the site COR), and electronically to the DCMA Quality personnel, ([dcma.dayton.central-rc.list.acc-air-ops@mail.mil](mailto:dcma.dayton.central-rc.list.acc-air-ops@mail.mil)) or ([dcma.dayton.lm.mbx.cft-contracts@mail.mil](mailto:dcma.dayton.lm.mbx.cft-contracts@mail.mil)). The Contractor shall ensure the QCP is submitted to the Government COR with a minimum of seven (7) calendar days for compliance review prior to the start of task order labor performance. After the QCP has been reviewed, the COR will notify the Contractor in writing if the QCP is compliant or if it is non-compliant/deficient. The Contractor shall ensure any QCPs requiring revision past initial Government acceptance shall be worked expeditiously through the COR until an acceptable QCP is received.

**6.2.10 CDRL A010 – Contractor's Standard Operations Procedures-Local Operating Instructions – Task Order:** If applicable, the Contractor shall develop LOIs, either electronically or hard copy (verify with the site COR), and submit IAW CDRL A010, PWS paragraphs 4.6.3.2 and 4.6.3.2.1 and each individual task order PWS. The Contractor shall

ensure LOIs are submitted to the Government COR in adequate time to allow the COR a minimum of seven (7) calendar days to review for compliance prior to the start of task order labor performance or as directed within the task order PWS. After LOIs have been reviewed, the COR will notify the Contractor in writing if the LOIs are AS9100 compliant or if there are non-compliance/deficiency issues. The Contractor shall ensure any LOIs requiring revision past initial Government acceptance shall be worked expeditiously through the COR until acceptable LOIs are received. If an applicable LOI is referenced or part of a FOP/GOP, the Contractor shall submit IAW PWS paragraph 6.2.11.

**6.2.11 CDRL A011 – Contractor’s Standard Operations Procedures-Flight and Ground Operations – Task Order:** When the scope of work involves the repair, maintenance, modification, or overhaul of aircraft, the Contractor shall develop FOPs/GOPs IAW DCMAI 8210.1 series and submit IAW CDRL A011, PWS paragraphs 4.7.1 and 4.7.1.1 and each individual task order PWS. The Contractor shall ensure all FOPs/GOPs are submitted to the Government GGFR/GFR in adequate time to allow the GGFR/GFR a minimum of fifteen (15) calendar days to review for compliance and approval prior to the start of task order labor performance. The Contractor shall ensure all FOPs/GOPs are approved in writing by the Government site GGFR (or GFR if assigned) prior to the start of task order labor performance. The Contractor shall ensure any FOPs/GOPs requiring revision past initial Government acceptance shall be worked expeditiously through the GGFR/GFR until acceptable FOPs/GOPs are received. Contractor aircraft maintenance operations may not begin until related FOPs/GOPs are approved. If an LOI is referenced in, or included as part of the FOP/GOP, the LOI shall be provided to the GGFR/GFR with the FOP/GOP as part of the approval process.

**6.2.12 CDRL A013 – Work Management Plan-Strike Plan – Task Order:** The Contractor shall electronically submit a Contractor Labor Dispute Plan, if applicable, when Contractor employees are not covered under a CBA IAW **CDRL A013** and PWS paragraph 5.14 within ten (10) calendar days after task order award. The Contractor Labor Dispute Plan shall be submitted to the PCO ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)) and the task order COR.

**6.2.13 CDRL A014 - Work Management Plan-Contractor Labor Dispute Plan – Task Order** The Contractor shall electronically submit a Contractor Labor Dispute Plan, if applicable, when Contractor employees are not covered under a CBA IAW **CDRL A014** and PWS paragraph 5.14 within ten (10) calendar days after task order award. The Contractor Labor Dispute Plan shall be submitted to the PCO ([AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)) and the task order COR.

**6.2.14 CDRL A015 – Seniority Report – Task Order:** 45 calendar days prior to labor PoP end, the contractor shall electronically submit a Seniority report which provides at a minimum: Location Name, DOL Skill code, full name of employee and Seniority date. The Seniority report shall be submitted to the PCO [AFSC.PZIY.CFTCDRL@us.af.mil](mailto:AFSC.PZIY.CFTCDRL@us.af.mil)

**6.2.15 CDRL A019 – Travel Expense Estimate/Voucher – Task Order:** Within 5 calendar days after each individual travel event, a trip report shall include: a summary of trip, contract number with task number, CLIN billed, Government Reps present, Trip expense estimate (IAW JTR) and Trip Voucher, all expenses incurred (IAW JTR). Report shall be submitted electronically to DCMA ACO and the site COR.